

Conflict of Interest Disclosure System

Coordinator User Guide

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If you have any questions regarding this tutorial or the disclosure process, please contact:

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Conflict of Interest Disclosure System

Annual Conflict of Interest Notification Schedule and Deadline

- **November 30**, the Office of the Secretary of the Commonwealth will send out the official memorandum directing agency coordinators to proceed in notifying their employees of their obligation to disclose their financial interests for the current calendar year. On this date, the online Conflict of Interest Disclosure System will be activated.
- The deadline to submit your Statement of Economic Interest form or Financial Disclosure form for the 2012 calendar year is **January 15**.

Conflict of Interest Disclosure System

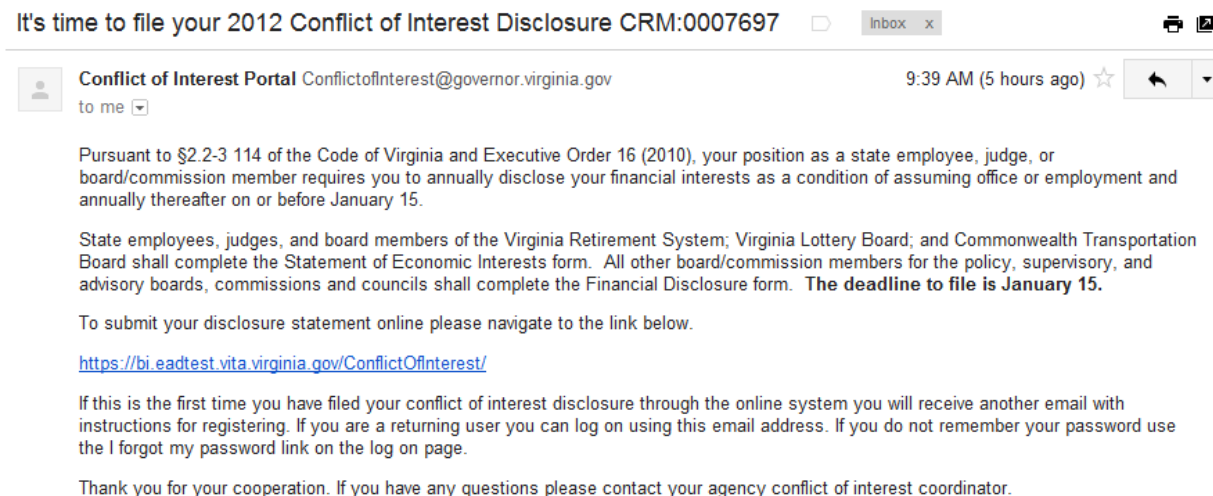
Accessing the Conflict of Interest Disclosure System

- Individual access to the online Conflict of Interest Disclosure System will be granted to users via their agency coordinator.
- Coordinator access to the online Conflict of Interest Disclosure System will be granted via the Conflict of Interest Director.
- For security purposes, access to the system is restricted and is therefore not publicly available via the Secretary of the Commonwealth's website.

Accessing the Conflict of Interest Disclosure System




- Agency coordinators will grant both existing as well as new users access to the online system via a hyperlink that will be e-mailed by the agency coordinator to the user's inbox. It may be beneficial to users to save this link in their web browser for easy access to their account throughout the year.
- The hyperlink will allow users to navigate to the account log-in screen or create an account if they are a new user.




Email Notification (users will receive this email once annually from their agency coordinator)



Accessing the Conflict of Interest Disclosure System

Email Notification (new users will receive this email once from their agency coordinator to set up their online account)

Your COV Conflict of Interest Reporting **account**. CRM:0007525  Inbox x  

 **Conflict of Interest Portal** ConflictofInterest@governor.virginia.gov Oct 25 ☆  
to me ▾

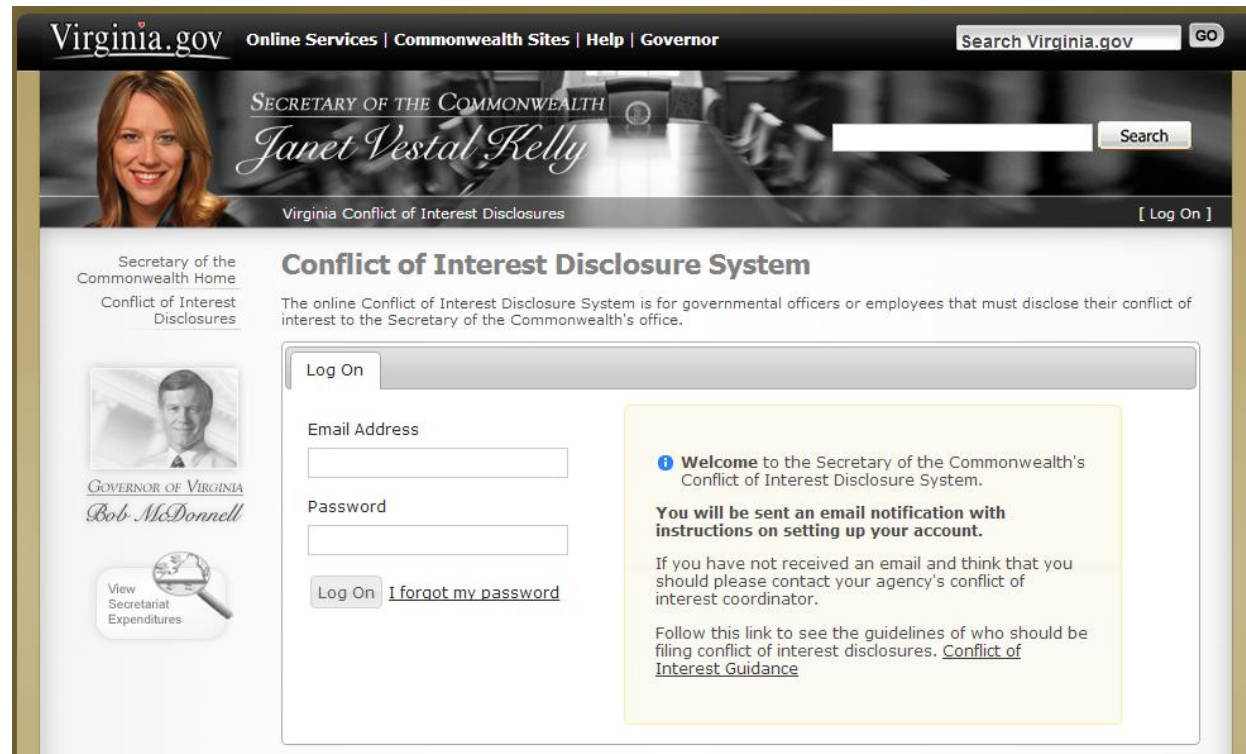
A new **account** has been created for you in the Conflict of Interest Reporting System via the Office of the Secretary of the Commonwealth. To set up your **account**

1. Navigate to the following link:
<https://bi.eadtest.vita.virginia.gov/ConflictOfInterest/Account/NewUser/093558D7A8934EF4830DC4FA503BD9968F>
2. Enter your pin:
339112
3. Follow the instructions to complete the registration process.

Thanks for your service to the Commonwealth. As a reminder, the deadline to file your conflict of interest disclosure is January 15.

Accessing the Conflict of Interest Disclosure System

Log-In Screen



The screenshot shows the Virginia.gov website's Conflict of Interest Disclosure System login page. The header includes the Virginia.gov logo, navigation links for Online Services, Commonwealth Sites, Help, and Governor, and a search bar. Below the header is a banner for Janet Vestal Kelly, Secretary of the Commonwealth, with a search bar and a [Log On] link. The main content area is titled "Conflict of Interest Disclosure System" and includes a description of the system. On the left, there are links to the Secretary of the Commonwealth Home, Conflict of Interest Disclosures, and a button to View Secretariat Expenditures. The login form has fields for Email Address and Password, a Log On button, and a link for I forgot my password. A yellow box on the right contains a welcome message and instructions on setting up an account, including a link to Conflict of Interest Guidance.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Virginia Conflict of Interest Disclosures [Log On]

Secretary of the Commonwealth Home
Conflict of Interest Disclosures

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Conflict of Interest Disclosure System

The online Conflict of Interest Disclosure System is for governmental officers or employees that must disclose their conflict of interest to the Secretary of the Commonwealth's office.

Log On

Email Address

Password

Log On [I forgot my password](#)

Welcome to the Secretary of the Commonwealth's Conflict of Interest Disclosure System.

You will be sent an email notification with instructions on setting up your account.

If you have not received an email and think that you should please contact your agency's conflict of interest coordinator.

Follow this link to see the guidelines of who should be filing conflict of interest disclosures. [Conflict of Interest Guidance](#)

Accessing the Conflict of Interest Disclosure System

Create New Account Screen: Enter Your Pin Number

The screenshot shows the Virginia.gov website interface for the Conflict of Interest Disclosure System. The header includes the Virginia.gov logo, navigation links for Online Services, Commonwealth Sites, Help, and Governor, and a search bar. Below the header is a banner for Janet Vestal Kelly, Secretary of the Commonwealth, with a search bar and a [Log On] link. The main content area is titled 'Conflict of Interest Disclosure System' and 'Create a New Account'. It instructs the user to 'Please enter the pin that was supplied in the email.' and features a 'Registration Information' tab. A 'Pin:' label is followed by a text input field containing '339112'. A 'Next' button is located below the input field. At the bottom, there is a link to 'Log On' for existing users. On the left sidebar, there are links for 'Secretary of the Commonwealth Home', 'Conflict of Interest Disclosures', and 'View Secretariat Expenditures' with a magnifying glass icon. The Governor of Virginia, Bob McDonnell, is also mentioned in the sidebar.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

SECRETARY OF THE COMMONWEALTH
Janet Vestal Kelly

Virginia Conflict of Interest Disclosures [Log On]

Secretary of the Commonwealth Home
Conflict of Interest Disclosures

GOVERNOR OF VIRGINIA
Bob McDonnell

View Secretariat Expenditures

Conflict of Interest Disclosure System

Create a New Account

Please enter the pin that was supplied in the email.

Registration Information

Pin:

Next

If you already have an account click here to [Log On](#)

Accessing the Conflict of Interest Disclosure System

Create New Account Screen: Set up Account

Conflict of Interest Disclosure System

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 8 characters in length.

Passwords must contain 3 of the 4 attributes:

- a) Special characters,
- b) Alphabetical characters,
- c) Numerical characters
- d) Combination of upper and lower case characters

Account Information

Email address

vagov2011+mrc64@gmail.com

Password

Confirm password

Register

Accessing the Conflict of Interest Disclosure System

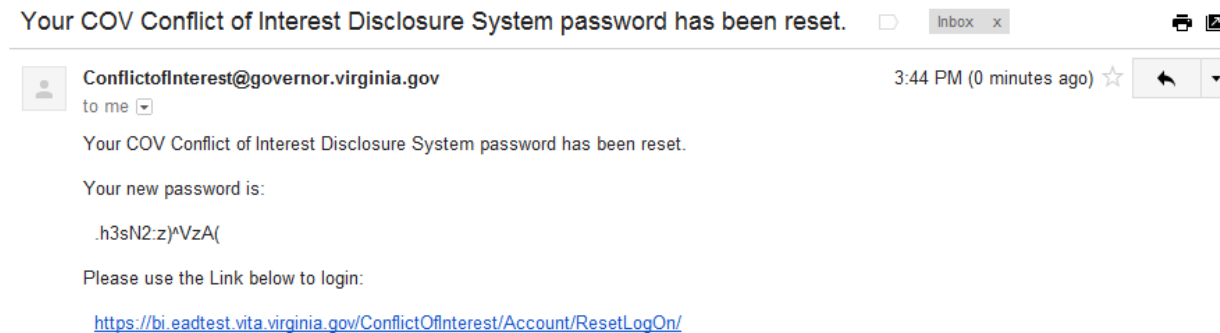
- If you are a returning user, but do not remember your password, click on the “I forgot my password” option from the log-in screen. An email will be sent to your inbox that will allow you to access your account and reset your password.

Password Reset Screen 1

The screenshot shows a web interface for the "Conflict of Interest Disclosure System". The main heading is "Reset Password". Below this, a instruction reads: "Use the form below to reset your password." The form is titled "Account Information" and contains a label "Email address" followed by a text input field containing the email address "vagov2011+mrc64@gma". Below the input field is a button labeled "Reset Password".

Accessing the Conflict of Interest Disclosure System

Email Notification (existing users who have forgotten their account password will receive this e-mail to allow them to reset a new password)



Accessing the Conflict of Interest Disclosure System

Password Reset Screen 2

Conflict of Interest Disclosure System

The online Conflict of Interest Disclosure System is for governmental officers or employees that must disclose their conflict of interest to the Secretary of the Commonwealth's office.

Log On

Email Address

Current password

New password

Confirm new password

Change Password

Welcome to the Secretary of the Commonwealth's Conflict of Interest Disclosure System.

Use the temporary password that was emailed to you and choose a new password that meets the following criteria:

Passwords are required to be a minimum of 8 characters in length. Passwords must contain 3 of the 4 attributes:

1. Special characters,
2. Alphabetical characters,
3. Numerical characters,
4. Combination of upper and lower case characters

If you think you have reached this page in error, then please contact your agency's conflict of interest coordinator.

Coordinator Access

- After logging-in, you will arrive at the home page which displays “My Organizations” (those agencies or boards for which you are the designated coordinator) as well as “My Disclosures” (those agencies or boards of which you are a member and are required to file a disclosure).
- Prior to November 30th each year, agency coordinators will prepare a listing of individuals who are required to disclose within their organization via the online system.
- To begin, navigate to the Step 1: Manage List tab.

Home Page View

The screenshot shows the 'Conflict of Interest Disclosure System' home page. On the left is a sidebar with links: 'Secretary of the Commonwealth Home', 'Conflict of Interest Disclosures', 'Change Password', a photo of Governor Robert McDonnell, 'GOVERNOR OF VIRGINIA Bob McDonnell', and 'View Secretariat Expenditures'. The main content area is titled 'My Organizations' and shows the 'Virginia Lottery' selected. Below this, it says '2012 - Virginia Lottery - Conflict Of Interest Disclosures' and '24 total individuals have been entered in the system.' A list of steps follows: Step 1: Manage the disclosure list (Add Individuals); Step 2: Notify - All individuals have been notified to complete their disclosures; Step 3: Remind - 22 Individuals have not completed their disclosures. | View / Send Reminder; Step 4: Mark As Received (for paper forms) - 23 not submitted or received. | View / Mark Received. A note at the bottom states: '* If the date falls on a weekend or holiday, forms are due the next business day.' Below this is the 'My Disclosures' section, which shows a table for Michael Perzanowski. The table has columns for Year, Agency, and Forms Required. It lists disclosures for 2012 and 2011 for the Virginia Lottery, with links to view and submit forms.

Year	Agency	Forms Required
2012	Virginia Lottery	<ul style="list-style-type: none">Financial Disclosure Statement (Not Submitted)Statement of Economic Interests (Not Submitted)
2011	Virginia Lottery	<ul style="list-style-type: none">Statement of Economic Interests (Not Submitted) Preview Statement of Economic Interests

Step 1: Manage List

- Within this view, you will have a number of tools available to you to build and edit your list:

Step 1 Screen

Secretary of the Commonwealth Home
Conflict of Interest Disclosures
Change Password

Conflict of Interest Disclosure System
Virginia Lottery 2012

Home Step 1: Manage List Step 2: Notify Step 3: Remind Step 4: Mark as Received

Disclosure List
[Which form is required? \(FAQ\)](#)

First Name	Last Name	Email	Position	Year	Agency	Statement of Econom Interest	Financial Disclosure	Real Estate Disclosure	Actions
John	Doe	vagov2011+johndoe		2012	Virginia Lott	false	true	false	✎ ✖ ✕
John	Doe	vagov2001+johndoe		2012	Virginia Lott	false	true	false	✎ ✖ ✕
Mongo	Filer	vagov2011+mongo@	test	2012	Virginia Lott	true	false	false	✎ ✖ ✕
Fake	Filer 10	vagov2011+fake10@	Faker	2012	Virginia Lott	true	true	false	✎ ✖ ✕
Fake	Filer 11	vagov2011+fake11@		2012	Virginia Lott	true	false	false	✎ ✖ ✕
fake	five	vagov2011+fake5@	Tester	2012	Virginia Lott	true	false	false	✎ ✖ ✕
Fake	Four	vagov2011+fake4@		2012	Virginia Lott	true	false	false	✎ ✖ ✕
Ip	Home	vagov2011+IPHome		2012	Virginia Lott	false	false	false	✎ ✖ ✕
Joe	Jackson	vagov2011+jj@gsa		2012	Virginia Lott	true	false	false	✎ ✖ ✕
TestLoad	Load01	vagov2011+load01@	tester	2012	Virginia Lott	true	false	false	✎ ✖ ✕
Scrooge	McDuck	vagov2011+moduck		2012	Virginia Lott	true	false	false	✎ ✖ ✕
Fake	One	vagov2011+fake1@		2012	Virginia Lott	true	false	false	✎ ✖ ✕
Ip	Panera	vagov2011+IPPaner		2012	Virginia Lott	true	false	false	✎ ✖ ✕
Michael	Perzanowski	vagov2011+Lotto@g		2012	Virginia Lott	true	true	false	✎ ✖ ✕

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Select Contacts Create New Contact Copy From Last Year Back


Step 1: Manage List

- “Select Contacts”- Allows you to select and add individual contacts from the Conflict of Interest database to populate your list for the current calendar year. By checking the box next to the desired contact and clicking “Add Selected Contacts”, that individual or group of individuals will be imported to your list for the current calendar year.

Select Contacts Screen

Secretary of the Commonwealth Home
Conflict of Interest Disclosures
Change Password


GOVERNOR OF VIRGINIA
Bob McDonnell


View Secretariat Expenditures

Conflict of Interest Disclosure System

Virginia Lottery 2012 - Copy Disclosures

<input type="checkbox"/>	First Name	Last Name	Email	Position	Year	Statement of Economic Interest	Financial Disclosure	Real Estate Disclosure
<input checked="" type="checkbox"/>	Ip	iPad	vagov2011+ipad@gmail	Tester	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Fake	Four	vagov2011+fake4@gmail		2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Fake	Filer 11	vagov2011+fake11@gmail	Tester	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Henry	Hill	vagov2011@gmail.com	Testing..	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Test	Subject 23	vagov2011+test23@gmail	Tester	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Test	Subject 67	vagov2011+test67@gmail	Tester	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Fake	Filer 10	vagov2011+fake10@gmail	Tester	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Joe	Jackson	vagov2011+jj@gmail.co		2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Shalini	Saxena	gsauravsaxena.shalini@g		2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lily	Ruth	Lily@perzanowski.org		2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	fake	five	vagov2011+fake5@gmail		2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Loading

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Add Selected Contacts Cancel

Step 1: Manage List

- “Create New Contact”- If an individual contact cannot be found in the Conflict of Interest database, this function allows you to create a new contact for an individual who may have been recently employed or appointed to your organization.

When you create a new contact you will be prompted to enter a name, title, and e-mail address. Additionally, you must select which form the filer is required to file, either the Statement of Economic Interest or the Financial Disclosure.

Create New Contact Screen

The screenshot shows a web application interface with a table titled "Disclosure List" in the background. The table has columns for "First Name", "Last Name", "Statement of Economic Interest", and "Financial Disclosure". The "Add New Contact" dialog box is overlaid on the table. It contains the following fields and options:

- First Name**: Text input field.
- Last Name**: Text input field.
- Email Address**: Text input field.
- Position**: Text input field.
- ☐ Statement of Economic Interest Required
- ☐ Financial Disclosure Required
- ☐ Real Estate Disclosure Required
- Which form is required? (FAQ)**: Text input field.
- Buttons**: Save, Save & New, Cancel.



The background table "Disclosure List" contains the following data:

First Name	Last Name	Statement of Economic Interest	Financial Disclosure
John	Do	false	true
Mongo	File	true	false
Ip	Hom	false	false
Scrooge	McDi	true	false
Fake	Om	true	false
Ip	Pane	true	false
Michael	Perzan	true	true
Peter	Perzan	true	false
Fake	Sev	true	false
fake	six	true	false
Test	Subje	true	false
Test	Subje	true	false
Test	subje	true	false
Fake	Thre	true	false

Step 1: Manage List

- “Copy From Last Year” – this function provides a quick and easy way to import those contacts from the list you compiled in the previous calendar year. Contacts may be selected and added to your list for the current calendar year in the same way the “Select Contacts” function operates. If you are creating multiple new contacts to add to your list, use the “Save and Add New” function to create contacts consecutively.
- Once you have completed selecting or adding contacts to your list for the current calendar year, you will be able to view and manage contacts individually from the Step 1: Manage List tab.
- Within this view you are able to use the Edit, Delete, and Go To tools to manage individual contact records:

Action Buttons

First Name	Last Name	Email	Position	Year	Agency	Statement of Economic Interest	Financial Disclosure	Real Estate Disclosure	Actions
John	Doe	vagov2011+johndoe@gmail.com	Program Manager	2012	Virginia Lottery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	  

- The “Go To” function is particularly important as it will allow you to individually notify or remind a person who has not yet submitted their disclosure, as well as view a copy of their disclosure once it has been submitted.

Go To Screen

Disclosure Detail

John Doe - 2012

Registration

First Name

John

Last Name

Doe

Email

vagov2011+johndoe@gmail.com

John Doe - 2012

Registration

Disclosure Notification Sent

11/8/2012 2:38:14 PM

Disclosure Reminder Last Sent

Registration status

Registered

Username

vagov2011+johndoe@gmail.com

Send Reminder

Step 2: Notify

- Once the list is complete, agency coordinators will notify all users of their obligation to submit their disclosure with the “Step 2: Notify” function.
- From this view, you will see a list of all users who have not been notified or who have not yet been granted access to the system. Using the “Create Accounts & Send Notifications” function, agency coordinators will send a series of automatically generated e-mails to all users simultaneously that will notify them individually of their obligation to file and will include a hyperlink for them to access the account log-in screen. If a user is new to the system, they will receive a second e-mail that will allow them to set up their account. Once this function is selected, please allow time for the action to complete itself in your browser window.

Agency coordinators should not send out notifications to filers from the system until they have received the official memorandum from the Office of the Secretary of the Commonwealth, on November 30th of the current calendar year.

Step 2 Screen

Virginia Lottery 2012

Home Step 1: Manage List **Step 2: Notify** Step 3: Remind Step 4: Mark as Received

Individuals Not Notified

First Name	Last Name	Position	Year	Agency/Group	Registration Status	Disclosure Notification	Reminder Last Sent
Test	Subject 67	Tester	2012	Virginia Lottery	Registered	Not Notified	
Fake	Filer 11	Tester	2012	Virginia Lottery	Registered	Not Notified	
Fake	Four		2012	Virginia Lottery	Registered	Not Notified	
Test	Subject 23	Tester	2012	Virginia Lottery	Registered	Not Notified	
Henry	Hill	Testing..	2012	Virginia Lottery	Registered	Not Notified	
Mike	Perz	IT Guy	2012	Virginia Lottery	Not Registered	Not Notified	
Fake	Filer 10	Tester	2012	Virginia Lottery	Registration En	Not Notified	
Ip	iPad	Tester	2012	Virginia Lottery	Registered	Not Notified	

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Create Accounts & Send Notifications Back

Step 2: Notify

- As new and returning users access the system to submit their disclosure, coordinators should remain aware of the user's Registration Status, Disclosure Notification Status, and Submission Status, to make sure they are able to access the system properly.
- For a new user, while they may have received an e-mail notification from the system, until their Registration Status reads "Registered", they have not yet set up their account properly.

Conflict of Interest Disclosure System

Account Registration / Disclosure Notification Summary

First Name	Last Name	Position	Year	Registration Status	Disclosure Notification
Test	Subject 67	Tester	2012	Registered	Notification Pending
Fake	Filer 11	Tester	2012	Registered	Notification Pending
Fake	Four		2012	Registered	Notification Pending
Test	Subject 23	Tester	2012	Registered	Notification Pending
Henry	Hill	Testing..	2012	Registered	Notification Pending
Mike	Perz	IT Guy	2012	Registration Email T	Notification Pending
Fake	Filer 10	Tester	2012	Registration Email S	Notification Pending
Ip	iPad	Tester	2012	Registered	Notification Pending

Page 1 of 1

View 1 - 8 of 8

Back

Step 3: Remind

- Once the primary notification has been emailed to all users, coordinators may use the “Step 3: Remind” function to monitor and follow up with those individuals who have not yet submitted their disclosure as the deadline approaches.
- In this view, coordinators will see a list of users who have not yet filed and may select the “Send Email Reminder” function to send out emails to all remaining filers simultaneously. From here, you will also be able to monitor when the last reminder was sent.

Step 3 Screen

Home

Step 1: Manage List

Step 2: Notify

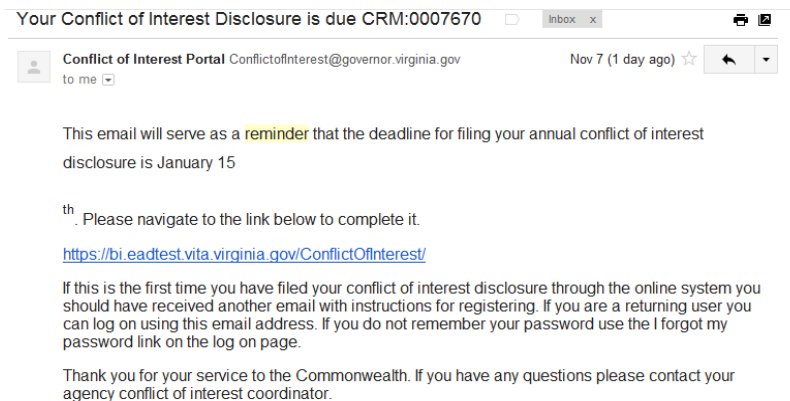
Step 3: Remind

Step 4: Mark as Received

Individuals who have not submitted their disclosures

First Name	Last Name	Position	Year	Agency/Grou	Registration Status	Disclosure Notification	Submitted Status	Remind Last Se
Fake	User 8		2012	Virginia Lotte	Registration Em	Notified on 11/8/2	Not Submitter	
Fake	One		2012	Virginia Lotte	Registered	Notified on 11/8/2	Not Submitter	
Test	Subject 67	Tester	2012	Virginia Lotte	Registered	Notified on 11/8/2	Not Submitter	
Ip	Panera		2012	Virginia Lotte	Registered	Notified on 11/8/2	Not Submitter	
John	One	Programmer	2012	Virginia Lotte	Registered	Notified on 11/8/2	Not Submitter	

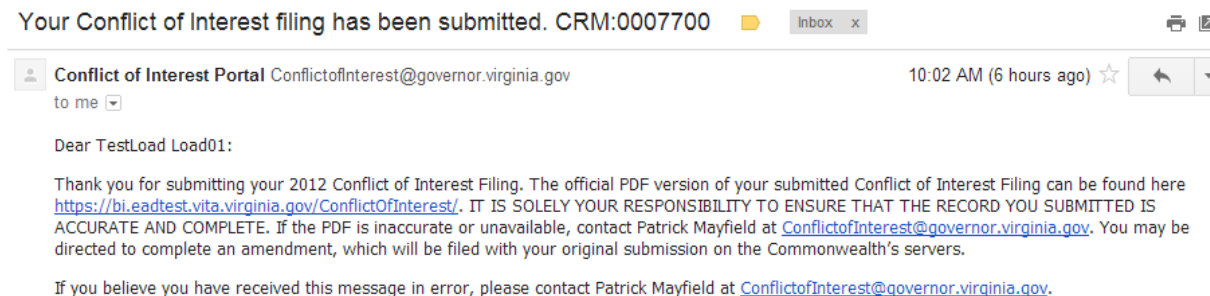
Email Notification (reminder)



Step 4: Mark as Received

- As users submit their disclosures online, agency coordinators will be able to monitor the submission status of an employee's form as it is received by the system.
- For those users that may be submitting a paper form, this view will allow coordinators to check off the names of individual users who have submitted a hard copy directly to the agency coordinator to be mailed or scanned and emailed to the Secretary of the Commonwealth's Office.
- After submitting their form, users will receive a confirmation e-mail in their email inbox to let them know that the process is complete.

Email Notification (confirmation)



Individual Access

- After logging-in to the system, users will be able to view under “My Disclosures” which form you are required to file, as designated by their agency coordinator. By clicking on the link, users will then navigate to the form wizard which will walk you through your form page by page.

My Disclosures Screen

My Disclosures		
Michael Perzanowski		
Year	Agency	Forms Required
2012	Virginia Lottery	<ul style="list-style-type: none">• Financial Disclosure Statement (Not Submitted)• Statement of Economic Interests (Not Submitted)
2011	Virginia Lottery	<ul style="list-style-type: none">• Statement of Economic Interests (Not Submitted) Preview Statement of Economic Interests

Individual Access

Wizard: Follow on screen instructions to advance through each page...

The screenshot shows the 'Instructions' page of the 'Statement of Economic Interests' wizard. On the left is a sidebar with a list of steps: Instructions, Statement of Economic Interests, Select Schedules, Salary, Select Additional Schedules, Finalize Schedules, Schedule A - Offices and Directorships, Schedule B - Personal Liabilities, Schedule C - Securities, Schedule D - Payment for Talks, Meetings, and Publications, Schedule E - Gifts, Schedule F - Business Interests, Schedule G-1 - Payments for Representation by You, Schedule G-2 - Payments for Representation by Associates, Schedule G-3 - Payments for Representation Generally, Schedule H-1 - Real Estate - State Officers and Employees. The main content area is titled 'Statement of Economic Interests' and contains the following text: 'This wizard will guide you through completing your Statement of Economic Interests. You can press the next button to advance through the wizard, which will also save your work throughout the process. To return to an earlier step in the process, click the previous button. Do NOT press the back button in your browser as that will result in the loss of any unsaved data. Your session will timeout after 30 minutes of inactivity, which will also result the loss of any unsaved data. For reference, definitions of the terms used in the form can be found by clicking on the Definitions link in the corner on the upper right.' It then states: 'You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After previewing your form, you must complete the process by electronically signing the form by typing your name as it appears in the form. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed.' It continues with legal references: 'Pursuant to Sections 2.23114 and 2.23115 of the Code of Virginia, employees of state agencies who have been designated by the Governor or the General Assembly, and employees of local governments designated to file by the Code of Virginia or by their governing ordinance, are required to file this "Statement of Economic Interests" form.' and 'Members of certain boards of state and local government are also required to file this form. Please note that within this form, the use of the words "office" and "officer" also apply to appointed board members.' It adds: 'In addition, candidates for state and local offices are required to file this form pursuant to Section 24.2502 of the Code of Virginia.' It then states: 'This filing is a condition of assuming office or employment and thereafter on or before January 15th of each year.' It follows with: 'Schedules A through I are to be completed ONLY if you answer "Yes" to any of items 1 through 10 on the Statement of Economic Interests.' and 'REMEMBER: The ANNUAL filing deadline is January 15th of each year.' At the bottom, it says 'For the annual filing:' and has 'Previous' and 'Next' buttons.

The screenshot shows the 'Finalize' page of the 'Statement of Economic Interests' wizard. The sidebar on the left is the same as the previous page. The main content area is titled 'Finalize' and contains the following text: 'Your Statement of Economic Interests is ready for submission. Please carefully review all the information on your Statement of Economic Interests and verify that it is accurate. To review your form, press the preview form button below. You MUST preview your form upon completion to verify that its contents are accurate prior to submission. After submission, you will no longer have the ability to modify this form. When you are ready to submit, please electronically sign the form by typing your name as it appears in the form. By entering your electronic signature, you certify that the data you are providing the Secretary of the Commonwealth is true and accurate as of the date signed. After you submit your Statement of Economic Interests, you will receive an automatically-generated confirmation email at the email address you used to login. That confirmation email will contain a link to the Conflict of Interest website, where you will be able to view the official version of your submitted Statement of Economic Interests. IT IS SOLELY YOUR RESPONSIBILITY TO ENSURE THAT THE RECORD YOU SUBMITTED IS ACCURATE AND COMPLETE. If the form is inaccurate or unavailable, contact the Conflict of Interest Director at ConflictOfInterest@governor.virginia.gov. You may be directed to complete an amendment, which will be filed with your original submission on the Commonwealth's servers. I, the undersigned, do state that the information furnished on this disclosure and on any and all accompanying statements attached thereto, is to the best of my knowledge and belief, complete and accurate.' It then has a 'Verify Name' label and a text input field. Below that, it says 'Michael Perzanowski' and 'YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SIGNATURE ABOVE CONSTITUTES YOUR AGREEMENT AND INTENT TO BE BOUND BY THIS SUBMISSION. YOU ALSO AGREE THAT ANY AMENDMENTS YOU MAY SUBMIT REGARDING YOUR CONFLICT OF INTEREST DISCLOSURE SHALL BE ELECTRONIC.' It then has another 'Verify Name' label and a text input field. At the bottom, it has 'Preview Form', 'Previous', and 'Submit' buttons.

Individual Access

- **Please note that Statement of Economic Interest forms are no longer required to be notarized.** At the end of the form you will be instructed to type your name twice, which constitutes a valid electronic signature.
- Users will have an opportunity to save their work and download/print a draft of their form to review before officially submitting the form online.
- **Once a user's form is submitted, it cannot be edited or resubmitted,** though it will be available for a user to view/print at any time throughout the year through their online account.
- Any questions regarding how to fill out either the Statement of Economic Interest or Financial Disclosure forms should be directed to the Office of the Secretary of the Commonwealth, Conflict of Interest Division.